

Mr. Jerry Sansom, Chairman
Mr. Jay Stalrit, Vice Chairman
Mr. Milo Zonka, Treasurer
Mr. Harry Carswell, Secretary
Dr. Wasim Niazi
Dr. Dave Hosley
Dr. John Leavitt

355 Golden Knights Blvd. + Titusville, Florida 32780 321.267.8780 + fax: 321.383.4284 + mpowell@flairport.com

AGENDA REGULAR MEETING OCTOBER 19, 2017 AT 8:30 A.M.

* NOTE TO ALL PUBLIC ATTENDEES:

The public may speak on any item on the agenda. Should someone wish to address the Airport Authority Board on a specific item, there will be request cards located on the wall adjacent to the public seating area. Be advised that these cards must be completed and presented to the Executive Secretary prior to the item being heard. Your comments will be addressed prior to the Board's discussion and you will have 5 minutes to address the Board. Thank you for your attention.

Salute to Flag - Pledge of Allegiance.

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. APPROVAL OF THE AGENDA, AS PRESENTED
- IV. APPEARANCES: None
- V. PRESENTATIONS: None
- VI. CONSENT AGENDA:

(These items are considered routine and will be acted upon by the Authority in one motion. If an Airport Authority Board Member requests discussion on an item, it will be considered separately.)

- a. Approval of the Titusville Cocoa Airport Authority Minutes:
 - 1. September 21, 2017 Regular Meeting
 - 2. September 21, 2017 Second Budget Hearing
- b. Resolutions:
 - 1. Approving an FAA Grant for the Runway 11-29 Settlement Rehabilitation at Merritt Island Airport
 - 2. Approving an FDOT Grant for the Runway 11-29 Settlement Rehabilitation at Merritt Island Airport
 - 3. Approving an FAA Grant for the Design and Construction of Airfield Lighting at Space Coast Regional Airport
 - 4. Approving an FDOT Grant for the Design and Construction of Airfield Lighting at Space Coast Regional Airport

VII. OLD BUSINESS: None

NEXT REGULARLY SCHEDULED AUTHORITY MEETING IS TENTATIVELY SCHEDULED FOR NOVEMBER 16, 2017 AT 8:30 A.M.
ADDITIONAL INFORMATION ON AGENDA ITEMS CAN BE OBTAINED BY CONTACTING 267-8780.

VIII. NEW BUSINESS:

a. Discussion by Mr. Aaron McDaniel of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects

XI. INFORMATION SECTION:

- a. Chief Executive Officer Report
- b. Attorney Report
- c. Check Register & Budget to Actual
- d. Project Reports
- X. AUTHORITY MEMBERS REPORT
- XI. PUBLIC AND TENANTS REPORT
- XII. ADJOURNMENT

Respectfully submitted,

Michael D. Powell, C.M., ACE Chief Executive Officer

Jerry Sansom Chairman

TITUSVILLE - COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on September 21, 2017 at 4:00 p.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Mr. Jerry Sansom, Chairman; Mr. Jay Stalrit, Vice Chairman; Mr. Harry Carswell, Secretary; Dr. Wasim Niazi; Dr. David Hosley; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Victor Watson, Esq. Mr. Milo Zonka and Dr. John Leavitt were absent.

Call to Order

Mr. Sansom called the meeting to order and determined that a quorum was present.

Approval of the Agenda

Mr. Sansom asked if there were any changes or additions to the Agenda. Mr. Powell stated that Mr. Aaron McDaniel from Michael Baker needed to leave the meeting early, so he would like to move Item C- Discussion of Invoiced Costs to Item A. Mr. Sansom called for a motion. Mr. Carswell made a motion to approve the Agenda as amended. Mr. Stalrit seconded. Mr. Sansom called the question. There were no objections. Motion Passed.

Appearances - None

Presentations

Mr. Powell announced that Ms. Debbie Jimenez, Director of Finance & Grant Administration, who had been with the Airport Authority for 27 years, was retiring at the end of the September. Mr. Powell stated that on behalf of the Airport Authority and the Board Members he wanted to present her with an award in recognition of her service. Mr. Powell stated that Ms. Jimenez had been instrumental all aspects of the Airport Authority business. Ms. Jimenez accepted the award. Discussion continued.

Mr. Sansom announced a short recess at 4:04 p.m. in order for everyone to have cake and take photos in honor of Ms. Jimenez.

The meeting reconvened at 4:10 p.m.

Consent Agenda

Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:

- 1. August 17, 2017 Regular Meeting
- 2. August 17, 2017 First Budget Hearing

Dr. Hosley made a motion to approve the Consent Agenda as presented. Mr. Carswell seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Old Business - None

New Business

Item A – Discussion by Mr. Aaron McDaniel of Recent Invoiced Costs by Michael Baker International & Contractors Regarding Current Projects

Mr. Powell gave an overview of the item and turned the floor over to Mr. McDaniel.

Mr. McDaniel presented Invoice Number 1 in the amount of \$8,206.60 from Michael Baker International, which was for the Port-A-Port Replacement Project at Merritt Island Airport. Discussion continued.

Mr. McDaniel presented Invoice Number 3 in the amount of \$5,314.54 from Michael Baker International, which was for the Runway End Identifier Lights Project at Space Coast Regional Airport. Discussion continued.

Mr. Stalrit made a motion to approve the invoices. Dr. Niazi seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Mr. McDaniel presented the Board with another award for the Runway Safety Area Project at Merritt Island Airport from the Florida Institute of Consulting Engineers, stating that this was the fourth award for this project. Discussion continued.

Mr. Powell thanked the Airport Authority Facilities Staff for all of their clean up and repair efforts following Hurricane Irma. Discussion continued.

Mr. McDaniel gave a brief update on the status of the Spaceport License application process. Discussion continued.

Item B – Discussion & Consideration to Modify an Amendment to a Lease at Space Coast Regional Airport

Mr. Powell gave brief overview of the item, stating Spaceport Avionics had initially asked for additional acreage on their lease, but after six months they were not able to utilize that acreage, so they were asking to reduce 1.75 acres to only 12,000 square feet for parking. Mr. Powell stated that they may want the area back in the future, and they were asking for the Airport Authority to retroactively reduce the rate to only the additional 12,000 square feet.

Mr. Stalrit stated that he felt it was a lot for Spaceport Avionics to ask the Airport Authority to go back in time, but agreed to amend the lease moving forward. The Board concurred. Discussion continued.

Mr. Sansom stated that he felt the location of the 12,000 square foot strip of land, would make it difficult for the rest of the acreage to be leased because it would make it hard for others to access their property without going through the parking area. Discussion continued.

Mr. Stalrit stated that maybe the lease should state that if the Airport Authority got a better offer then Spaceport Avionics would have to make a decision to take the whole area or allow access to the new tenant. Mr. Powell and the Board concurred.

Mr. Stalrit made a motion to amend the lease from the current date forward for the requested amount for the remainder of the term and that Spaceport Avionics has first right of refusal in the event that another business wanted to develop the area, giving Mr. Powell authority to execute the lease. Dr. Niazi seconded. Discussion continued.

Mr. Sansom called the question. There were no objections. Motion passed.

Item C – Discussion & Consideration of an Extension to the Short Term Lease for Building 51 at Space Coast Regional Airport

Mr. Powell gave a brief overview of the item, stating that Global Aviation wanted to extend their short term lease with an option for an additional six months.

Mr. Carswell made a motion to extend the lease. Mr. Stalrit seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Information Section

CEO Report

Mr. Powell reported that Staff had been busy after Hurricane Irma and that everyone, to include Michael Baker staff, had done an exceptional job. Mr. Powell stated that the insurance adjuster had already been there to assess the damage and that the approximate cost of the damages at all three airports was about \$350,000, which could be more once work was started. Discussion continued.

Mr. Powell stated that the Request for Qualifications for Legal Services would need to be extended, but hopefully there would be something to bring to the Board at the next meeting.

Mr. Powell concluded his report.

Attorney Report - None

Check Register & Budget to Actual

Mr. Powell stated that the reports were provided late, but sent to the Board electronically. Mr. Powell stated that he would be happy to answer any questions anyone may have on them.

Administration & Project Reports

Mr. Powell stated there was nothing new to report, but the notice of award had been signed for the REILS Project. Mr. Powell stated that there had been some delays with regard to the Infrastructure & Security Project at Merritt Island Airport. Discussion continued.

Mr. Stalrit asked if there were any updates on the Millsource retention pond for their extension. Mr. Powell stated that the FAA was trying to figure out how to go back to the initial Runway End Protection Zone so it wasn't an impact. Mr. Powell stated that he went to the permitting department at the City of Titusville to ask them to get creative and see what they could do to help Millsource moving forward. Discussion continued.

Authority Members Report

Dr. Hosley asked Mr. Powell if he had any interaction with the Valiant Air Command regarding the changes they were going through. Mr. Powell stated that he knew they were making changes, but had heard nothing else.

Dr. Hosley asked about Bristow and Airscan at Space Coast Regional Airport. Mr. Powell stated that there was a possibility that Airscan was going to sell the FBO on the West side of the airport. Mr. Powell also stated that Bristow would be making an internal announcement on some changes within the next couple of days. Discussion continued.

Mr. Carswell stated that he would like any shortlisted RFQ's to come to the Board meeting so Board members could have a chance to interview them. Mr. Powell stated that in regards to the Real Estate Brokerage, those bidders had already been chosen by the Board, but once there were bidders for the Legal Services, he would be sure to bring them before the Board. Discussion continued.

Public & Tenants Report

Mr. Don White from Merritt Island Airport announced that the next Young Eagles event would be on October 14th. Mr. White stated that Arthur Dunn Airpark would have their Young Eagles event on October 21st.

Mr. White thanked the Facilities Staff for their help after Hurricane Irma. Discussion continued.

Adjournment

Mr. Sansom adjourned the meeting at 4:58 p.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY

TITUSVILLE - COCOA AIRPORT AUTHORITY

The Second Budget Hearing of the Titusville - Cocoa Airport Authority was held on September 21, 2017 at 5:01 p.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Mr. Jerry Sansom, Chairman; Mr. Jay Stalrit, Vice Chairman; Mr. Harry Carswell, Secretary; Dr. Wasim Niazi; Dr. David Hosley; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Victor Watson, Esq. Dr. John Leavitt was present via teleconference. Mr. Milo Zonka was absent.

Call to Order

Mr. Sansom called the meeting to order and determined that a quorum was present.

Consideration of Tentative 2017-2018 Fiscal Year Budget

Mr. Powell briefly presented the proposed budget, stating that this was the second public hearing of two, and that this budget had been presented to the Board in April, July, and August of 2017.

Mr. Sansom stated that the Airport Authority was not asking for any millage from the County.

Mr. Powell stated that there had been no changes since the first hearing.

Mr. Sansom asked if the public would like to comment on the budget. Seeing no public comment Mr. Sansom brought the budget back to the Board. Seeing no additional comment from the Board, Mr. Sansom called for a motion. Dr. Hosley made a motion to approve the budget as presented. Mr. Stalrit seconded. Mr. Sansom called the question. All voted aye. Motion passed.

Adjournment

Mr. Sansom adjourned the meeting at 5:05 p.m
JERRY SANSOM, CHAIRMAN
HARRY CARSWELL, SECRETARY



TIX + SPACE COAST REGIONAL AIRPORT

COI -> MERRITT ISLAND AIRPORT

X21 -> ARTHUR DUNN AIRPARK

355 Golden Knights Blvd. → Titusville, Florida 32780 → 321.267.8780 → fax: 321.383.4284 → email: admins@flairport.com

MEMORANDUM

TO:

Members of the Airport Authority

FROM:

Michael D. Powell, C.M., ACE

Chief Executive Officer

DATE:

October 19, 2017

ITEM DESCRIPTION - NEW BUSINESS ITEM A

Discussion by Mr. Aaron McDaniel of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects

BACKGROUND

Michael Baker International is currently conducting the engineering and oversight work for contractors on current projects.

The invoice review is to keep the Board informed and ensure we meet FDOT compliance requirements.

ISSUES

All projects are moving forward.

ALTERNATIVES

If anything regarding the numbers is unclear during the discussion, the Airport Authority Board may ask questions about the costs to ensure everyone is comfortable with the invoices as presented.

FISCAL IMPACT

The current Invoiced Costs for the invoices will be covered by Mr. Aaron McDaniel, of Michael Baker International, in detail at the Board Meeting. The back-up documentation is provided for the Board's convenience of reference.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) Concur with approval of the invoiced costs by Michael Baker International and (2) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.



MICHAEL BAKER INTERNATIONAL, INC.

12740 Gran Bay Parkway West Suite 2110 Jacksonville, FL 32258 904-380-2500 Billing (803) 231-4014

SEPTEMBER 29, 2017

TITUSVILLE-COCOA AIRPORT AUTHORITY 355 GOLDEN KNIGHTS TITUSVILLE, FL 32780

INVOICE NO.

991770

BAKER PROJECT NO. REQUEST NO.

159690 04

RE: RUNWAY END IDENTIFIER LIGHTS REPLACEMENT

FOR FEES BILLED THROUGH AUGUST 31, 2017					
CONTRACT VALUE	\$53,600.00	INVOICED THIS PERIOD			
BASIC SERVICES PHASE 1 - 90% DESIGN 100% COMPLETE OF	\$4,408.00	\$0.00	\$4,408.00		
PHASE 2 - BID SET 100% COMPLETE OF	\$4,092.00	\$2,077.67	\$4,092.00		
PHASE 3 - BID PHASE SERVIC 50% COMPLETE OF	*ES \$4,100.00	\$2,050.00	\$2,050.00		
PHASE 4 - CONSTRUCTION PH 0% COMPLETE OF	HASE SERVICES \$14,200.00	\$0.00	\$0.00		
SUB - CONSULTANT - KEITH TOPOGRAPHIC AI	AND ASSOCIATES ND UTILITY SURVEY \$6,000	.00 \$0.00	\$4,000.00		
SUB - CONSULTANT - HILLER SITE ELECTRICAL		.00 \$0.00	\$0.00		
SUB - CONSULTANT CAL-TEC QA CONSTRUCTION		.00 \$0.00	\$0.00		
	TOTAL EARNINGS	\$4,127.67	\$14,550.00		
AMOUNT DUE THIS INVOICE			\$4,127.67		

Electronic Remittance

MICHAEL BAKER INTERNATIONAL, INC.
CITIZENS BANK

ABA: 036-076-150 Account No.: 6101710975 SWIFT: CTZIUS33

Check Remittance

PO BOX 536408

PITTSBURGH, PA 15253-5906



MICHAEL BAKER INTERNATIONAL, INC.

12740 Gran Bay Pkwy West Suite 2110 Jacksonville, FL 32258 (904) 380-2500

SEPTEMBER 29, 2017

MR. MICHAEL D. POWELL, C.M., ACE, CEO TITUSVILLE - COCOA AIRPORT AUTHORITY 355 GOLDEN KNIGHTS BOULEVARD TITUSVILLE, FL 32780

REQUEST NO. PROJECT NO. BILLING CYCLE

8 153465 Aug-17

djimenez@flairport.com FM 435310-1-94-01

RE: TO-COI N.A. SECURITY AND INFRASTRUCTURE

MERRITT ISLAND AIRPORT

INVOICE NO.

991759

	FOR FEES BILLED THROUGH AUGUST 31, 2017					
CV DESIGN SERVICES	\$278,051.85			INVOICED THIS PERIOD		INVOICED TO DATE
DESIGN AND IMPLEMENTATION 100.00% DESIGN	\$49,325.00			\$2,466.25		\$49,325.00
100.00% REG SW PLAN 100.00% TOPO/UTILITY SURVEY	\$26,200.00 \$15,470.00			\$0.00 \$0.00		\$26,200.00 \$15,470.00
100.00% GEOTECH 100.00% SITE ELECTRICAL	\$4,090.00 \$6,000.00			\$0.00 \$0.00		\$4,090.00 \$6,000.00
BIDDING PHASE SERVICES						
0.00% COMPLETE OF	\$4,078.00			\$0.00		\$0.00
CONSTRUCTION PHASE SERVICES 0.00% COMPLETE OF	\$38,189.00			\$0.00		\$0.00
QA CONSTRUCTION TESTING						
0% COMPLETE OF	\$8,050.00			\$0.00		\$0.00
RESIDENT PROJECT REPRESENTATIVE INSPECTOR NTE	\$56,700.00	<u>RATE</u> \$90.00	HRS. 0.00	\$0.00	HRS. 0.00	\$0.00
RPR EXPENSES		RATE	UNITS	21.22	UNITS	
MEALS (WEEK) VEHICLE (WEEK)	\$2,100.00 \$2,520.00	\$150.00 \$180.00	0.00	\$0.00 \$0.00	0.00	\$0.00 \$0.00
LODGING (WEEK)	\$3,500.00 \$8,120.00	\$250.00	0.00	\$0.00	0.00	\$0.00
PERMIT CLOSEOUT						
0.00% COMPLETE OF	\$2,750.00			\$0.00		\$0.00
PERMITTING ALLOWANCE -						
ENVIRONMENTAL RESOURCE PERMIT FEE 0.00% COMPLETE OF	\$5,000.00		1-	\$0.00		\$0.00
AMENDMENT NO 01						
100.00% FIELD DATA COLLECTION 77.70% ENVIRONMENTAL PERMITTING	\$5,886.00 \$37,093.85			\$0.00 \$13,085.02		\$5,886.00 \$28,821.03
100.00% ADDITIONAL TOPO SURVEY	\$5,800.00			\$0.00		\$5,800.00
100.00% ADDITIONAL GEOTECH INVESTIC	\$5,300.00			\$0.00		\$5,300.00
	FOTAL EARNINGS			\$15,551.27		\$146,892.03
j	AMOUNT DUE THIS I	NVOICE				\$15,551.27

Electronic Payment:
Michael Baker International, Inc.
Citizens Bank
ABA: 036-076-150 Account No.: 6101710975 SWIFT: CTZIUS33

Mail Payment: P O Box 536408 Pittsburgh, PA 15253-5906



MICHAEL BAKER INTERNATIONAL, INC.

12740 Gran Bay Parkway West Suite 2110 Jacksonville, FL 32258 904-380-2500 Billing (803) 231-4014

SEPTEMBER 29, 2017

TITUSVILLE-COCOA AIRPORT AUTHORITY 355 GOLDEN KNIGHTS TITUSVILLE, FL 32780

INVOICE NO. BAKER PROJECT NO. 991706

161439

REQUEST NO.

02

RE: PORT-A-PORT HANGAR REPLACEMENT

FOR FEES BILLED THROUGH AUGUST 31, 2017					
CONTRACT VALUE	\$131,100.00		INVOICED THIS PERIOD	INVOICED TO DATE	
BASIC SERVICES PHASE 1 - 60% DESIGN			· · · · · · · · · · · · · · · · · · ·		
27% COMPLETE OF	\$82,066.00		\$14,080.13	\$22,286.73	
PHASE 2 - BID SET 0% COMPLETE OF	\$26,798.00		\$0.00	\$0.00	
PHASE 3 - BIDDING PHASE 0% COMPLETE OF	\$4,736.00		\$0.00	\$0.00	
PHASE 4 - SPECIAL SERVICES 0% COMPLETE OF	\$7,000.00		\$0.00	\$0.00	
SUB - CONSULTANT - KEITH A TOPOGRAPHIC AN	AND ASSOCIATES ND UTILITY SURVEY	\$5,500.00	\$0.00	\$0.00	
SUB - CONSULTANT CAL-TEC GEOTECHNICAL II		\$5,000.00	\$0.00	\$0.00	
	TOTAL EARNINGS		\$14,080.13	\$22,286.73	
AMOUNT DUE THIS INVOICE			\$14,080.13		

Electronic Remittance
MICHAEL BAKER INTERNATIONAL, INC. CITIZENS BANK ABA: 036-076-150 Account No.: 6101710975 SWIFT: CTZIUS33

Check Remittance

PO BOX 536408 PITTSBURGH, PA 15253-5906



Michael Baker International, Inc.

5200 Belfort Road Concourse III, Suite 110 Jacksonville, FL 32256 (904) 380-2500 (803) 231-3915 Billing

SEPTEMBER 29, 2017

MR. MICHAEL D. POWELL, C.M., ACE

TITUSVILLE - COCOA AIRPORT AUTHORITY 355 GOLDEN KNIGHTS BOULEVARD

TITUSVILLE, FL 32780

REQUEST NO. PROJECT NO.

17

134268

RE: SPACE COAST REGIONAL AIRPORT

SPACEPORT LICENSING AND ASSOCIATED IMPROVEMENTS

INVOICE NO 991668

SPACEPORT LIC	CENSING AND ASSOCIATED IMPROVEMENTS	INVOICE NO.	991668	
	FOR FEES BILLED THROUGH AUGUST 31, 201	17		
		INVOICED		INVOICED
		THIS PERIOD		TO DATE
CONTRACT TOTAL:	\$634,635.00			
	5-00.1 4 -0.00000			
LAUNCH SITE OPERATOR	RS LICENSE APPLICATION PREPARATION			
SUBCONSULTANT - REYNO	OLDS, SMITH AND HILLS, INC.			
98% COMPLETE OF	\$273,500,00	\$0.00		\$268,030.00
SUBCONSULTANT ADMIN				42 00,000000
98% COMPLETE OF	\$13,675.00	\$0.00		\$13,401.50
	\$287,175.00	\$0.00		\$281,431.50
	\$207,172.00	Ψ0.00		\$201,431.50
ENVIRONMENTAL ASSESS	SMENT SERVICES			
EA PREPARATION				
100% COMPLETE OF	\$206,862.00	\$0.00		\$206,862.00
	DLDS, SMITH AND HILLS, INC.	\$0.00		Ψ200,002.00
100% COMPLETE OF	\$106,593.00	\$2,131.86		\$106,593.00
SUBCONSULTANT ADMIN		\$2,131.00		\$100,575.00
100% COMPLETE OF	\$4,475.00	\$89.50		\$4,475.00
10070 COMPLETE OF	\$317.930.00	\$2,221.36		\$317,930.00
	9317,530.00	\$2,221.30		3317,930.00
SUPPORT SERVICES, QUA	LITY REVIEW, STRATEGY AND KSC COORDINATIO	N		
ALP UPDATE	arring the transfer of the tra	.,		
CONTINUING SUPPORT				
100% COMPLETE OF	\$12,720.00	\$0.00		\$12,720.00
100% COMPLETE OF	\$12,720.00	30.00		\$12,720.00
NOISE STUDY				
CONTINUING SUPPORT				
100% COMPLETE OF	\$16,820.00	\$0.00		\$16,820.00
100% COMPLETE OF	\$29,540.00	\$0.00		\$29,540.00
	\$27,540.00	\$0.00		\$27,540.00
	TOTAL EARNINGS	\$2,221.36		\$628,901.50
	A O A A SA DI ANTINI TO O	<i>QM</i> , <i>M</i> 1.00		\$020,701.50
	AMOUNT DUE THIS INVOICE			\$2,221.36
	AMOUNT DUE THIS INVOICE			34,241.30

Electronic Payment:

Citizens Bank ABA: 036-076-150 Account No.: 6101710975

SWIFT: CTZIUS33

Mail Payment: P O Box 536408

Pittsburgh, PA 15253-5906

RESPECTFULLY SUBMITTED,

Michael Baker International, Inc.

Mate 10/10/10 BRIAN C. RUSSELL, P.E.

PROJECT MANAGER